

VACANCY NOTICE

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>BANK EXAMINER</u>	CLASSIFICATION CODE: <u>02611200</u>
	SALARY RANGE: <u>00024A 34718 - 40028</u>	REFERENCE POSITION NO.: <u>1820-10000-00111</u>
	Department or Agency Name <u>Business Regulation</u>	APPLICATION PERIOD: <u>07/01/04 - 07/08/04</u>
	Division/Section/Unit <u>Banking</u>	
	Assignment(s) / Comments _____	
	Shift and Days: <u>Monday-Friday 8:30 a.m. - 4:00 p.m.</u>	Job Location: <u>Providence</u>
	Restrictions/Limitations: <u>LTPS limit: 01/22/2005</u>	
	Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No _____	
	Name of Bargaining Unit Union: <u>Local 580</u>	
	There is* <u> </u> is not <u>X</u> a Civil Service List for this position <u>See A/B or Both for Specific Instructions</u>	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> , or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
• Reasonable Accommodations:		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• Medical Information:		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	DUTIES / RESPONSIBILITIES:	
	To assist a bank examiner of higher rank by performing routine tasks incidental to the conduct of fiscal examinations of the operations, books and records of banks, building-loan associations, credit unions, loan and investment companies, and finance companies for the purpose of ascertaining their ability to meet obligations and compliance with state laws; and to assist in making such other examinations as may be required by law; to count cash and verify accuracy of accounts; to examine collateral on loans, mortgage files, capital stock accounts, deposits, income and expense accounts, and other fiscal records to establish conformity with the provisions of pertinent laws; to verify the possession of bonds and other securities claimed to be owned by the companies examined; to assist in calculating earnings and expenditures; to assist in the preparation of reports of examinations; to receive complaints from borrowers of money from small loan companies and to make investigations thereof and submit reports of findings; to assist in the preparation of annual and special reports; and to do related work as required.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	Education: Such as may have been gained through: Graduation from a college of recognized standing with specialization in accounting. Experience: Such as may have been gained through: A working knowledge of auditing principles and methods applicable in performing routine tasks incidental to the examinations of the financial conditions and affairs of banks, building-loan associations, credit unions, loan & investment companies, and finance companies; a familiarity with the State's banking laws; the ability to carry out written and oral instructions and related capacities.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	Dennis F. Zirolì	Telephone #: <u>222-2405</u>
	Assoc. Dir. & Superintendent of Banking	Fax #: <u>222-5628</u>
	Department of Business Regulation	TTY/TDD #: <u>222-2999</u>
	233 Richmond Street, Suite 231	(Telecommunication Device for the Deaf)
	Providence, RI 02903-4231	



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER